

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duties of which are assisting the Fire Chief in managing the operations of the department and in managing all department personnel. The incumbent of this class may be required to perform the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief also assists in the care and maintenance of all department equipment and property, in conducting a fire inspection and investigation program, in assisting with the financial management and records-keeping functions of the department, and in performing public relations duties, in addition to taking command and directing activities at the scene of a fire or other emergency until relieved by the Fire Chief. The incumbent of this class performs duties with a high degree of independence, reporting to and having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in managing the operations of the fire department. Performs the duties of the Fire Chief in the Chief's absence. Assists in setting management policies, goals, and objectives for the department, and in determining how the department should be organized. Assists in the preparation of the departmental operating budget. Participates in the research and planning for programs and activities of the department. Conducts inspections of the operations of the department, evaluates their effectiveness, and takes appropriate action to improve problem areas.

Recommends changes in departmental operations that will help the city improve ISO ratings. Works with boards and agencies whose rules and operations affect the fire service. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed.

Assists in making decisions concerning what should be included in records and reports of the department, and provides for the maintenance of all departmental records. Supervises the preparation of records by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Completes all assigned

records, including payroll records. Writes letters in answer to written or oral requests addressed to the fire department or as required to handle needs of the fire service.

Gives talks and lectures on fire department topics to school and civic groups. Serves as department representative to the news media. Answers questions from the public about the operation of the fire department or any related areas of emergency services. Coordinates special public relations projects. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Interviews prospective employees and makes recommendations for hiring. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Inspects the appearance of personnel to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules, and approves leave. Provides assistance in technical areas of work and reviews reports written by subordinates. Oversees and evaluates work performance and writes employee evaluation reports. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline.

Takes command at the scene of a fire or other emergency until relieved by the Fire Chief. Directs and supervises employees in firefighting, rescue, emergency medical services, handling of the hazardous materials; maintains an established Incident Management System.

Supervises the enforcement of fire prevention codes, laws and local ordinances. Directs the inspection of buildings to determine the existence of potential fire hazards. Makes recommendations for additions to or changes in fire prevention codes. Investigates the causes, origins, and circumstances of all fires occurring within the jurisdiction. Provides for fire scene security. Assists arson investigation personnel and testifies in court when required.

Supervises the general care and maintenance of department equipment, apparatus, vehicles, and property. Arranges for repairs and maintenance, and inspects after repairs to see that these were properly accomplished. Maintains an inventory of supplies and equipment required by the department. Orders and purchases equipment and supplies, keeping such purchases within the established budget. Distributes equipment and supplies as needed. Makes recommendations on major purchases for the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

EITHER

Must be a regular and permanent employee in the class of District Fire Chief for at least three (3) years immediately preceding closing date for application to the board.

OR

Must be a regular and permanent employee in the class of District Fire Chief with at least one (1) year in that class immediately preceding closing date for application to the board, and have an Associate Degree in Fire Science or Fire Service Management.